



Registering with TDEC Online Services for FTC Operator Renewal



1. Clicking on the TDEC Online Services link will take you to the page below.

TDEC Online Services Portal

Tennessee Department of Environment and Conservation (TDEC)

TDEC Online Services Portal - Home Page

Welcome to TDEC Online Services Portal

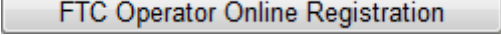
Login Registered TDEC users, please Login here.

TDEC currently offers following Online Services:

FTC Operator Online Registration	To register for FTC Operator Online payment process, you need to provide your Last Name, Operator ID and Date of Birth. (Registration is required to pay online for the first time.)
Submit Hazardous Waste Online Forms	Submit Annual Hazardous Waste Online Forms.
Submit GWP Online Forms	Apply for Groundwater Septic Permit Online.
Apply for Radon Kit	Apply for Radon Kit to test the Radon gas in your premises.

Note: Some online services require verification for certain information from new user. More online services will be added in future, so please check us back.

* Indicates a mandatory field
This application is best viewed in Internet Explorer version 6.0 and above.
[Privacy Statement](#)

2. Click on the *FTC Operator Online Registration*  button.
3. You will be taken to the **TDEC Online Service Portal FTC Operator Registration** page.

TDEC Online Services Portal

Tennessee Department of Environment and Conservation (TDEC)

TDEC Community - FTC Operator Services

Welcome to register for **FTC Operator Services**
Please enter the following information to proceed.

*FTC Operator ID:
(Your Operator I.D. Number will be located on your annual renewal notice.)

*Last Name:

*Date of Birth: (mm/dd/yyyy)

PLEASE READ THE FOLLOWING AND CLICK THE BOX BELOW.

By checking the box below, you certify and affirm that the information you provide is your own, or that you are representing this person and acting on their behalf with their permission.

☐ I Certify

Submit Return to Home Page

[FTC Frequently Asked Questions](#)

* Indicates a mandatory field
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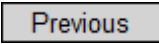
4. Enter your *FTC Operator ID*, *Last Name*, and *Date of Birth*. Click the *I Certify* ☐ *I Certify* check box to certify that the information you provide is your own and accurate and click the *Submit* *Submit* button.
5. The **User Registration - Personal Information** page will display.

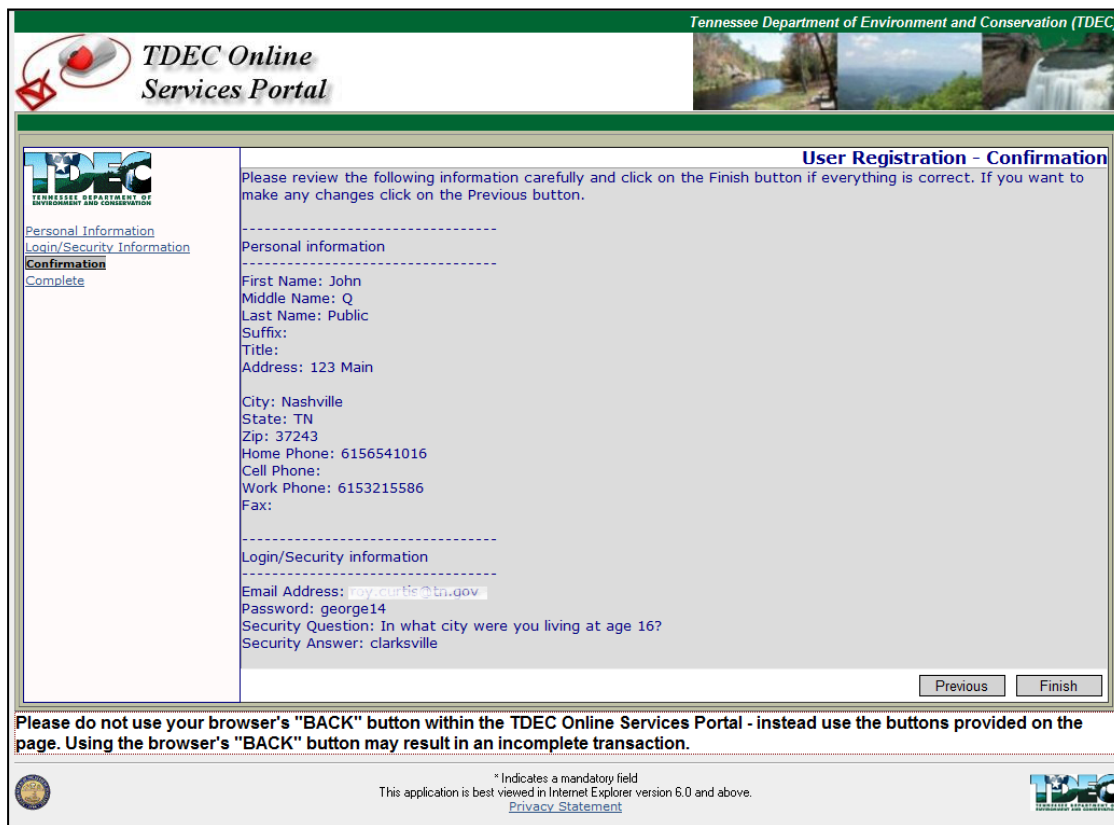
The screenshot shows the 'User Registration - Personal Information' page of the Tennessee Department of Environment and Conservation (TDEC) Online Services Portal. The page has a green header with the TDEC logo and a navigation menu on the left. The main content area contains a form with the following fields: *First Name (John), Middle Name (Q), *Last Name (Public), Suffix, Title, *Address (123 Main), *City (Nashville), *State (TN), *Zip (37243), Home Phone (615) 654-1016, Cell Phone, Work Phone (615) 321-5586, and Fax. A 'Next' button is at the bottom right. A disclaimer at the bottom states: 'Please do not use your browser's "BACK" button within the TDEC Online Services Portal - instead use the buttons provided on the page. Using the browser's "BACK" button may result in an incomplete transaction.' A footer note indicates that asterisks denote mandatory fields and that the application is best viewed in Internet Explorer version 6.0 and above.

6. Review your personal information and make any necessary changes or additions and click the *Next* *Next* button.
7. You will then be taken to the **User Registration - Login/Security Information** page.

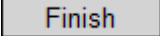
The screenshot shows the 'User Registration - Login/Security Information' page of the Tennessee Department of Environment and Conservation (TDEC) Online Services Portal. The page has a green header with the TDEC logo and a navigation menu on the left. The main content area contains a form with the following fields: *Email Address, *Confirm Email Address, *Password, *Confirm Password, *Security Question (a dropdown menu), and *Security Answer. A note specifies: 'Note: Password must be at least 8 characters long, contain at least one digit and one alphabetic character, and must not contain special characters.' 'Previous' and 'Next' buttons are at the bottom right. A disclaimer at the bottom states: 'Please do not use your browser's "BACK" button within the TDEC Online Services Portal - instead use the buttons provided on the page. Using the browser's "BACK" button may result in an incomplete transaction.' A footer note indicates that asterisks denote mandatory fields and that the application is best viewed in Internet Explorer version 6.0 and above.

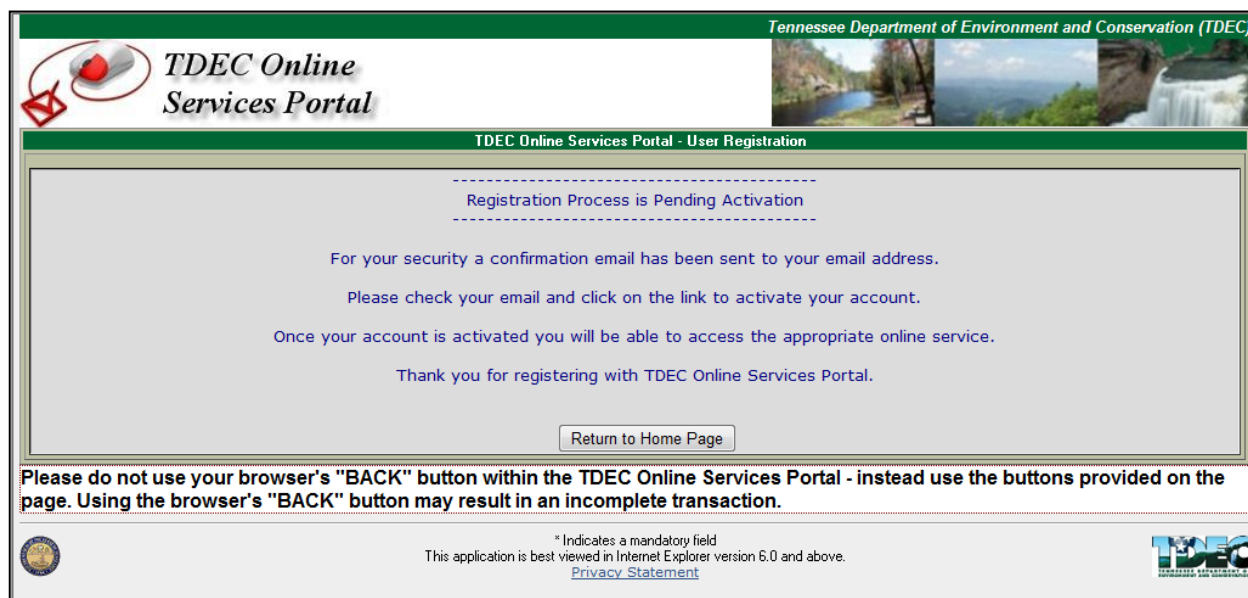
8. Enter and confirm your *Email Address*, enter and confirm your *Password*, and select and answer a *Security Question*. Click on the *Next* *Next* button to continue.

9. You are then taken to the **User Registration – Confirmation** page. Review your information to confirm that it is all correct. If you need to change any of the information, use the *Previous*  button to go back and make your changes.



The screenshot shows the 'User Registration - Confirmation' page of the TDEC Online Services Portal. The page has a green header with the TDEC logo and the text 'Tennessee Department of Environment and Conservation (TDEC)'. Below the header, there is a navigation menu with links: 'Personal Information', 'Login/Security Information', 'Confirmation' (which is highlighted), and 'Complete'. The main content area is titled 'User Registration - Confirmation' and contains a message: 'Please review the following information carefully and click on the Finish button if everything is correct. If you want to make any changes click on the Previous button.' Below this message, there are two sections: 'Personal information' and 'Login/Security information'. The 'Personal information' section lists: First Name: John, Middle Name: Q, Last Name: Public, Suffix: , Title: , Address: 123 Main, City: Nashville, State: TN, Zip: 37243, Home Phone: 6156541016, Cell Phone: , Work Phone: 6153215586, and Fax: . The 'Login/Security information' section lists: Email Address: jay.curtis@tn.gov, Password: george14, Security Question: In what city were you living at age 16?, and Security Answer: clarksville. At the bottom right of the main content area, there are two buttons: 'Previous' and 'Finish'. Below the main content area, there is a footer with a disclaimer: 'Please do not use your browser's "BACK" button within the TDEC Online Services Portal - instead use the buttons provided on the page. Using the browser's "BACK" button may result in an incomplete transaction.' and a note: '* Indicates a mandatory field. This application is best viewed in Internet Explorer version 6.0 and above. Privacy Statement'.

10. If all the information displayed is correct, click on the *Finish*  button.
11. You will then get the message that your registration is pending activation. You will receive an email with a link to activate your account.



The screenshot shows the 'TDEC Online Services Portal - User Registration' page. The page has a green header with the TDEC logo and the text 'Tennessee Department of Environment and Conservation (TDEC)'. Below the header, there is a navigation menu with links: 'Personal Information', 'Login/Security Information', 'Confirmation', and 'Complete'. The main content area is titled 'TDEC Online Services Portal - User Registration' and contains a message: 'Registration Process is Pending Activation'. Below this message, there is a paragraph: 'For your security a confirmation email has been sent to your email address. Please check your email and click on the link to activate your account. Once your account is activated you will be able to access the appropriate online service. Thank you for registering with TDEC Online Services Portal.' At the bottom of the main content area, there is a button: 'Return to Home Page'. Below the main content area, there is a footer with a disclaimer: 'Please do not use your browser's "BACK" button within the TDEC Online Services Portal - instead use the buttons provided on the page. Using the browser's "BACK" button may result in an incomplete transaction.' and a note: '* Indicates a mandatory field. This application is best viewed in Internet Explorer version 6.0 and above. Privacy Statement'.

12. The email you receive will look like the one below.

DO NOT REPLY TO THIS EMAIL

Dear John Public,

Thank you for registering with TDEC Online Services Portal.

Below is your submitted information:

First Name: John
Middle Name: Q
Last Name: Public
Suffix:
Title:
Address: 123 Main

City: Nashville
State: TN
Zip: 37243
Home Phone: 6156541016
Cell Phone:
Work Phone: 6153215586
Fax:
Email Address: roy.curtis@tn.gov
Password: george14

This password will be used for subsequent logins. You will be able to change your password using the 'Change Password' tab once you login.

In order to access the services offered by TDEC Online Services Portal, you need to activate your account by clicking on the following link:

<http://tdectest.nash.tenn/TDEC Online Services/RegConfirm.aspx?a=act&uid=roy.curtis@tn.gov>

(If you can't click on the link you may want to copy the link and paste into the browser address bar.)

TDEC Online Services Portal Team

13. Click on the link you see in the email to activate your TDEC Online Services account.

14. Your account will be activated and you will be taken to the **User Account Activation** page. You can now click on the *Login* button to view/change your operator details, view certificate & CEU details, and renew your certificates.

